**Draft Minutes**

**Budget Resource and Development Subcommittee**

**October 27, 2021 1:00 pm to 2:30pm**

**In attendance**: Brett Bell (Co-Chair); Dawn Diskin (Co-Chair); Channing Booth; Kandice Brandt; Michael Brown; Darren Hall; Kurt Hill; Denise Kapitzke; Laura Murphy; Michael Odu; Bill Pacheco.

**Absent**: Vanessa Garcia; Adrian Gonzales; Sadayoshi Okumoto

**Guests:** David Buser; Rebecca Bowers-Gentry; Dan Igou; Nancy Lim; Jesse Lopez;

Patricia Manley; Elizabeth Whitsett

**Call to Order:** 1:00 pm with quorum

**Approval of Agenda**

* Motion to approve the Agenda for October 27, 2021 meeting. MSC Booth; Odu, approved.

**Approval of Minutes**

* Motion to approve the Minutes of October 13, 2021 meeting. MSC Hall; Murphy, approved.

**Action Items**

* None.

**Committee Reports/Other**

* None.

**Old Business**

* None.

**New Business**

1. **RFF Prioritization (First Review)**
2. Bell shared screen with excel document of RFFs. There were 75 ranked requests totaling $886k. There were 23 requests from BTCWI, 4 from Liberal Arts, 14 from MBEPS, 17 from PRIE&LT(Library Technology), 16 from Public Safety and 1 from Student Services. The committee reviewed each line item for Requested Item and dollar amount to ensure that the committee was clear on what was being requested. Bell indicated that the final approval would be at the November 10, 2021 meeting.
3. The number of RFFs from Liberal Arts was confirmed at four.
4. It was confirmed that BRDS may choose to fund less than the total quantity requested for any RFF.
5. There was discussion regarding the final prioritization. It was confirmed that while Schools had provided prioritization, that would not necessarily be how the requests would be funded. BRDS would allocate resources based upon funding parameters.
6. The AV request on row 29 was reviewed closer. The dollar amount indicated was for only one PC. The amount was edited to reflect the cost of 3 totaling $23,739.
7. Bell reviewed the item descriptions for BCTWI Automotive priorities 7 – 11 and asked Dean Lopez to provide more detailed description of what was being requested.
8. It was discussed that for future RFF processes BRDS may want to provide more detailed direction of how to request multiple supply items. It may be best to break the request down by supplier.
9. Bell indicated that there was approximately $150k available from lottery. The PPIS funds was still being reviewed because the funding has been allocated for two years instead of one. Bell will report at next meeting.
10. There was a request to review additional funding sources. Bell indicated that most other funding sources are committed but will provide high-level review.
11. **Review Discretionary Budget Process**
    1. Bell reviewed the Discretionary budget process and timeline. The timeline begins in Spring where each department, school, and division is able to re-allocate existing resources in preparation for Tentative Budget development. Bell reviewed the form that is used. The form includes budget from prior year, actuals from prior year, current year Adopted budget, and entry fields for next year’s Tentative budget. Multiple strategies for reallocating resources were reviewed. A key component of the reallocation process is that there is no net change in resources available.
12. **Discretionary Line Item for DSPS**
    1. Brandt indicated that her request was not to add a line item for DSPS but for college-wide accommodations. Bell acknowledged the difference and used the topic to review the Fall budget process to request new/additional resources.
    2. Booth indicated that the Academic Senate was developing a timeline of the budget process. Bell will share this presentation with him.
    3. Murphy indicated that a broader budget discussion and documentation should occur. Bell agreed and will add this topic to future BRDS agendas.
    4. Bell reviewed the fall timeline for requesting new/additional resources. Each fall after the budget is adopted and new resources are confirmed, BRDS leads a process to allocate those resources. The process occurs after Program Review is completed. Each department, school, and division summarizes requests on a form. The form includes current budget by department and account, Adopted budget, additional amount being requested, justification (from Program Review), link to Strategic Goal, Program Priority, Chair/Supervisor approval, Division Priority, and BRDS priority. BRDS ensures that the process if followed and provides recommendation for allocation available resources. The recommendations go to PIER and then College Council.
    5. A request was made to revisit how prioritization occur at BRDS. Currently, prioritizations occur, ranked, by school. Depending upon the size of the school, this might not be the best methodology. It was also pointed out that allowing multiple number one priorities was very problematic in the past and forced BRDS, not the subject matter expert, to make recommendations for funding allocations. Bell will include this topic at future BRDS meetings.

**Announcements**

None.

**Adjourned 3:21 pm. Next meeting scheduled for November 10, 2021 at 1:00 pm via Zoom.**